

August 1, 2006

DWD Issuance 03-06

Subject: Change in Participant Outcome Reporting

1. **Purpose:** To clarify the distinction between the terms “credential,” “certificate,” and “diploma” as outlined in the U. S. Department of Labor’s (USDOL) Training and Employment Guidance Letter (TEGL) No. 17-05, Common Measures Policy.

2. **Background:** TEGL 17-05, Attachment B defines credential, certificate, and diploma as follows:

“Credential - A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all state education agency recognized credentials. In addition, states should work with local workforce investment boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. (Please note: this term applies to the current WIA statutory adult, dislocated worker, and older youth measures only, it does not apply to the common measures).”

“Certificate – A certificate is awarded in recognition of an individual’s attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. **Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not included in this definition.** A certificate is awarded in recognition of an individual’s attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.

- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes."

"Diploma – The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma. The term diploma also includes post-secondary degrees including Associate (AA and AS) and Bachelor Degrees (BA and BS)."

3. **Substance:** While participation in On-the-Job Training (OJT) may lead to a "certificate" as defined in TEGL 17-05, the OJT certificates awarded by Workforce Investment Boards for actual participation in OJT are not included in the definition of certificate.

It is important for WIA service providers to make the distinction between "credential", "certificate," and "diploma" when posting outcomes that will be used to calculate the original WIA statutory performance measures.

For Adult and Dislocated Worker program participants, the use of the definition of "credential" is applicable for those who received training services prior to July 1, 2006. The use of the definitions of "certificate" and "diploma" are applicable for participants who began receiving training services on or after July 1, 2006.

For Youth program participants, the use of the definition of “credential” is applicable for those who received their first service prior to July 1, 2006. The use of the definitions of “certificate” and “diploma” are applicable for participants who began receiving services on or after July 1, 2006.

The affected measures are the Older Youth credential/certificate rate, the Adult employment and credential/certificate rate and the Dislocated Worker employment and credential/certificate rate.

The definitions of “certificate” and “diploma” are applicable when reporting outcomes that will be used to calculate the common measures for Youth participants.

4. **Action:** Effectively July 1, 2006, this guidance should be used when reporting performance outcomes for participants in the Toolbox case management system
5. **Contact:** If you have any questions regarding this Issuance, please contact Clinton Flowers, Manager, Planning and Research Section, at (573) 751-7896.
6. **Rescission:** DWD Issuance 07-00, WIA Credential Definition.

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